

# Office Memorandum • UNITED STATES GOVERNMENT

TO : SPECIAL ASSISTANT TO THE DD/S

DATE: 6 NOVEMBER 1957

FROM : REGISTRAR/TR

SUBJECT: HARVARD UNIVERSITY ADVANCED MANAGEMENT PROGRAM

1. THE PRINCIPAL CANDIDATE FOR THE THIRTY-THIRD SESSION OF THE REFERENCED PROGRAM IS [REDACTED] OF THE COMMERCIAL STAFF. THE COURSE BEGINS 19 FEBRUARY 1958, AND THE FOLLOWING SUPPORTING ITEMS MUST BE RECEIVED BY HARVARD OFFICIALS BY 2 DECEMBER 1957:

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- A. AMP APPLICATION BLANK
- B. Two 2 1/2 x 2 1/2 GLOSSY PHOTOGRAPHS
- C. AMP COMPANY APPLICATION BLANK
- D. TWO LETTERS OF RECOMMENDATION

2. I WILL BE RESPONSIBLE FOR THE PREPARATION OF THE COMPANY APPLICATION BLANK, AND WILL MEET WITH THE CANDIDATE TO HAVE THE PERSONAL APPLICATION ACCOMPLISHED. WOULD YOU PLEASE INITIATE ACTION TO OBTAIN THE TWO LETTERS OF RECOMMENDATION REQUIRED, AND TO ALERT THE CANDIDATE TO THE NEED FOR OBTAINING PHOTOGRAPHS?

3. EACH OF THE LETTERS OF RECOMMENDATION SHOULD BE ADDRESSED TO:

ASSISTANT DEAN WILLIAM P. GORMBLEY  
DIRECTOR, ADVANCED MANAGEMENT PROGRAM  
HARVARD GRADUATE SCHOOL OF BUSINESS ADMINISTRATION  
SOLDIERS FIELD  
BOSTON 63, MASSACHUSETTS

IT WOULD BE APPRECIATED IF THESE LETTERS CAN BE IN MY POSSESSION PRIOR TO TUESDAY, 26 NOVEMBER.

FOR THE DIRECTOR OF TRAINING:



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